



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HIGHWAY EQUIPMENT MECHANIC SPECIALIST	35	G	9.311

DEFINITION OF THE CLASS:

Under general supervision of the Equipment Operations Supervisor, serves as a technical consultant to equipment shops and division management; monitors compliance with division policies and procedures regarding safety and equipment maintenance and repair; reviews shop operations, coordinates mechanical training; and performs related duties as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Provides technical assistance to the equipment shops and division management in the areas of repair, overhaul, construction, modification, and safety of equipment. This includes traveling to field equipment shops to inspect equipment, consulting with highway equipment mechanic supervisors in person or by telephone regarding the condition of equipment and method and/or cost of repair or overhaul, recommending alternatives, locating nationwide sources of used parts and equipment, preparing technical service bulletins, participating in annual equipment specification meetings, and preparing recommendations to division management regarding the repair, overhaul, and retention of older units in the fleet.

Monitors the compliance of field equipment shops with division policies and procedures regarding safety, and equipment maintenance and repair. This is accomplished by: conducting random inspections of equipment in the field to include inspecting brakes, lights, steering, tires and sampling engine and hydraulic oils; ensuring safety devices and improvements are implemented; monitoring the shop's procedures for storing and disposing of hazardous materials. Monitors for mechanical or cosmetic defects and manufacturer recalls and ensures defective equipment is returned to the dealer for corrective action.

Coordinates and/or provides mechanical training for mechanics statewide by: remaining current in the equipment field; assessing training needs; providing estimates of training costs to division management for inclusion in the division budget; consulting with Highway Equipment Mechanic Supervisors to identify the staff members that will be scheduled for training; contacting vendors or outside organizations to present workshops; providing hands-on training; and providing emission control certification, to ensure mechanics remain current and proficient in the mechanical theory and methods required for successful job performance.

Assists the Equipment Operations Supervisor and Field Equipment Coordinator in overseeing and evaluating equipment shop operations and provides an assessment of performance of shop supervisors by observing the flow of work through the shop and compliance with division policies and procedures; meeting with shop and district personnel to discuss problems and concerns; resolving conflicts and identifying solutions; and preparing recommendations and reports for division management. May function as a highway equipment mechanic supervisor if necessary at various shop locations throughout the state.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of where to go within and outside the organization to obtain the required information or assistance. Thorough knowledge of state and agency administrative rules, policies, and procedures. Thorough knowledge of federal and state laws, rules and regulations pertaining to Department of Transportation operations.

Ability to observe work flow and shop operations in order to recognize deficiencies and develop solutions. Ability to assess mechanical training needs and coordinate training programs to respond to these needs.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the principles and practices of management and supervision. Thorough knowledge of the equipment systems and operating characteristics of light, medium, heavy, and specialized highway maintenance and construction equipment from a variety of manufacturers. Thorough knowledge of the methods, materials, tools and equipment used in the construction, assembly, overhaul, repair, and adjustment of automotive and highway construction and maintenance equipment. Thorough knowledge of electrical theory and mechanical theory and design. Thorough knowledge of equipment safety, safe work methods and the proper use, storage, and disposal of hazardous materials.

Ability to gather, compile, and analyze data to prepare informational reports regarding equipment shop operations, procedures, and equipment specifications. Ability to speak to groups or on a one-to-one basis using proper grammar and vocabulary, to provide training, obtain and provide information, and explain and interpret policies and procedures. Ability to design and fabricate specialized highway equipment components and systems. Ability to mediate between contending parties or groups. Ability to modify and/or adapt designs, procedures, or methods to design new systems, modify existing systems, or accomplish tasks more efficiently. Ability to write sufficient to prepare grammatically correct correspondence, reports, and technical service bulletins. Ability to read sufficient to read and interpret service manuals, operating system manuals, hydraulic and electrical schematics, and policy and procedure manuals. Ability to establish and maintain cooperative working relationships with division and agency staff, outside agencies, and vendors. Ability to diagnose and determine what repairs are necessary to repair a system to proper working condition, estimate the cost of the repairs, and determine the cost effectiveness and feasibility. Ability to use various diagnostic and testing equipment and precision measuring devices. Ability to determine the relative value of repairing or overhauling equipment in relationship to its remaining life and usefulness.

Skill in performing complex diagnoses, repair, rebuilding, and modifications. Skill in repairing, rebuilding and modifying all components of highway equipment including diesel and gas engines, automatic and manual transmissions, and hydraulic equipment and ability to train others in these skills.

EDUCATION AND/OR WORK EXPERIENCE:

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Graduation from vocational school or the equivalent education which included 30 semester credits with emphasis in heavy equipment mechanics and two years of supervisory experience equivalent to a Highway Equipment Mechanic Supervisor I in Nevada State service; OR

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

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An equivalent amount of experience and education that provided the applicant with the required entry level knowledge, skills, and abilities.

LICENSE: Must possess a valid Nevada driver's license at the time of application.

SPECIAL NOTE: Incumbents in this class are required to travel statewide for extended periods.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED: 9.311
 7/1/91P
 11/29/90PC